



**CITY OF FAIRFAX**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING**  
**As-Built Plan Application**

Office Use Only

Plan # \_\_\_\_\_

Date \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt#: \_\_\_\_\_

The following information is provided, as required by the City of Fairfax Zoning Ordinance:

**Project Name:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Engineer, Surveyor or Landscape Architect:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number : \_\_\_\_\_

e-mail address: \_\_\_\_\_

**THE AS-BUILT CHECKLIST MUST BE COMPLETED AND CERTIFIED BY  
THE APPLICANT'S ENGINEER**



**City of Fairfax**  
**“As-Built” Review Requirement Checklist**

Project Name: \_\_\_\_\_ Project No. \_\_\_\_\_

Project Address: \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_

STATEMENT OF CERTIFICATION pursuant to Chapters 86-4(h) and 110-109(c)(3) of the Fairfax City Code, I \_\_\_\_\_ do hereby certify that this as-built conforms to the approved plans; conveys all revisions, and represents the actual conditions on this site as of \_\_\_\_\_.  
(date)

\_\_\_\_\_  
(signature)

(Seal)

The above affidavit shall be attached to the cover sheet of each plan and sign by a certified engineer, architect or land surveyor.

**1. SITE ELEMENTS**

- \_\_\_A. Boundary of site
- \_\_\_B. Location of buildings, setbacks, height and number of stories
- \_\_\_C. Address of building
- \_\_\_D. Site Plan number
- \_\_\_E. Parking spaces and loading areas
- \_\_\_F. Fire lanes (as applicable)

**2. LANDSCAPING**

- \_\_\_A. Location and type of all plant material
- \_\_\_B. Revised planting schedule to reflect all changes in plant material

**3. STORM SEWER**

- \_\_\_A. Invert elevations “in” and “out” – existing structure at connection
- \_\_\_B. Size of pipe
- \_\_\_C. Distance between structure centerline to centerline
- \_\_\_D. Type of structure
- \_\_\_E. For yard inlets, the number and locations of throats
- \_\_\_F. Elevation and structure top
- \_\_\_G. All road culverts carrying discharge from storm systems and/or crossing streets
- \_\_\_H. For field connection, give pipe size, invert elevation at upper end and top, and appropriate length

4. SANITARY SEWER (SEE ITEM 6)

- \_\_\_A. Invert elevations, “in” and “out” – existing structure at connection
- \_\_\_B. Distance between centerline of structure
- \_\_\_C. Elevation of top
- \_\_\_D. Horizontal location of structure
- \_\_\_E. Lateral table or equivalent information on plan and profile.  
(Note: Plan and profile must be on same sheet.)
- \_\_\_F. Overall sanitary layout sheet

4-A. WATER LINE

- \_\_\_A. Invert elevations, “In” and “out” – existing structure at connection
- \_\_\_B. Distance between centerline of structure
- \_\_\_C. Elevation of top
- \_\_\_D. Horizontal location of structure
- \_\_\_E. Lateral table or equivalent information on plan and profile.  
(Note: Plan and profile must be on same sheet.)

5. DETENTION PONDS/STRUCTURES

- \_\_\_A. Locate storm structure as shown
  - all tops, throats, inverts, elevations
  - pipe size, opening for overflow, top of wall and orifice elevation
- \_\_\_B. Adequate spot elevations around entire pond depicting the shape  
(Note: Minimum ten (10) along top and crest of dam width.)
- \_\_\_C. Spot elevation through drainage way to outfall and spillway  
(Note: give width of spillway.)
- \_\_\_D. Provide all information possible for underground detention  
(Note: that underground detention is in place.)
- \_\_\_E. Show access easement (with Deed Book and Page Number) for maintenance of pond.

6. EASEMENTS

- \_\_\_A. Provide Deed Book and Page Number for sanitary, storm and access easements

7. SUBMISSION

- \_\_\_A. Submit five sets of drawings and electronic submission of approved site plan with all revisions and As-Built drawing in pdf format.

8. PAYMENT

- \_\_\_A. Submit review fee of **\$550 plus \$110** for each acre or fraction thereof.